



PURCHASE ORDER

PO Number: 303-1-0576

Requisition Number: 303-1-01317

Order Date: 3/18/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**
accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION
FISCAL MANAGEMENT / ACCOUNTS PAYABLE
P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Parking Garage R, Warehouse
1706 San Jacinto Blvd.
Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17420006664
TEXAS STATE DIRECTORY INC
Texas State Directory Press
PO BOX 12186
AUSTIN, TX 78711-2186
Phone:512-477-5698, Fax:512-473-2447
info@txdirectory.com

Texas Legislative Handbook, 2021-2022 (Feb. 2021)

Description

TFC Contact:
Veronica Perez, (512) 463-7598

Line Items

Description

Texas Legislative Handbook, 2021-2022 (Feb. 2021)
Reference guide to the Texas legislature. Committee assignments, contact
information and color photos of all legislators.

NIGP Class: 715

NIGP Item: 10

Object Class: 382

Reimbursement Type: Not Reimbursable

Shipping charges

NIGP Class: 962

NIGP Item: 86

Object Class: 382

Reimbursement Type: Not Reimbursable

Qty	Unit	Unit Price	Start Date	End Date	Total
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20	ea	\$9.95	3/18/2021	8/31/2021	\$199.00
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1	ea	\$9.50	3/18/2021	8/31/2021	\$9.50
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Grand Total \$208.50

Agency	TFC
Fiscal Year	2021
Division	Executive
Program	Executive
Phone	5124630929
Org Code	0101 - Executive Staff, Commissioners, Public
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	NA

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____
Sastry, Archana - CTCM, CTPM, 5124632743

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.
[\(Show Terms And Conditions...\)](#)